

LONDON BOROUGH OF REDBRIDGE

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Flood Risk and Drainage Engineer		
Directorate:	Communities	Grade:	LBR13
Department:	Civic Pride	Hours/weeks:	36 hours/52.14 weeks
Function:	Highways & Transport Strategy	Post number:	S006225
Team:	Street Lighting, Flooding, and Special Projects	Base/location:	Lynton House / Site
Reports to:	Principal Engineer – Street Lighting, Flooding, and Special Projects		
Responsible for:	Management responsibility for a team of up to 4 engineering/ technical staff		

Role and Context	
Overall Role Purpose:	The Flood Risk and Drainage Engineer is responsible for coordination and managing the drainage and flood risk service the Council operates. They will provide guidance and expertise on flood risk and drainage to residents, communities, various Council departments including Highways and Planning, as well as liaising with a number of external stakeholders such as the Environment Agency, Thames Water and Thames21. The role will involve acting as the Council's Lead Local Flood Authority under the Flood and Water Management Act 2010 and Flood Risk Regulations 2009. Regular monitoring and updating of statutory and non-statutory documents, reports, and actions plans such as the borough's Local Flood Risk Management Strategy, Surface Water Management Plan, Asset Register, and any Section 19 reports. The role will also manage the boroughs drainage assets to ensure the cyclical programme and reactive programme is met and works are contained within budget. The role also encompasses the design and build management of the boroughs Flood Alleviation programme, this involves the construction of a variety of SuDS measures to reduce the risk of flooding in the borough. The postholder will also be required to work with developers and other partners to ensure drainage is managed in a sustainable manner responding to planning applications and providing advice as required to meet statutory requirements and local policies.
Role Context:	Act as the Council's Lead Local Flood Authorities and associated duties under the Flood Risk Regulations 2009 and Flood and Water Management Act 2010. Provide professional technical and management support in the delivery of the Councils highways flood risk and drainage capital and revenue and major work programmes in accordance with statutory legislation, best professional practice and in line with the Council's Vision Statement and overall Policy objectives.

Key Accountabilities and Result Areas	
1. Strategy and Planning	- Assist the Principal Engineer and Group Manager in the managerial direction of the group working across a range of different activities and making decisions to ensure that the Service objectives are met and that accelerated and sustained improvements in service delivery are achieved. - Assist and contribute to the development of important Highways policies/strategies. Make recommendations and decisions within reports/briefing notes to guide and inform Cabinet, Scrutiny Committees and Lead Members on such matters - Monitor the capital and revenue budgets for which the post holder is responsible and make recommendations for budget savings options that would affect those budgets. - Contribute to the corporate management of the Council by participating in Council-wide developments and initiatives in pursuit of Council aims and objectives.
2. Operations and Support	- Manage a group of up to 4 engineering/technical staff in the delivery of a range of drainage, flood management, reservoir management, sustainable drainage, revenue, cyclical, and capital work programmes. - Provide technical advice and undertake detailed designs on the development and design of minor and major flooding and SuDS schemes, directing project teams, contractors and task groups as required. - Assist and support the Principal Engineer and Group Manager in dealing with - Management of the Councils Highways Contractors on matters of contract negotiations, disputes and contract variations - Management of the Councils Framework Consultants on matters associated with the management of the Framework contract - Operators (External Contractors and Senior TfL Officers) of the TfL London Highway Alliance contract - Provide Drainage and Flooding Engineering Technical Support at internal/external meetings, Members meetings, Local Forums, Residents/Business groups and provide professional/technical guidance and advice relating to the service. - Support the group manager at Central Government Departments, national and regional bodies and partake in liaison meetings with professional staff from Transport for London, Environment Agency, GLA, and other external agencies on various topics or projects. - Responsible for training and mentoring of staff in the group. - Ensure that the work carried for which the post holder is responsible for is in accordance with required Council standards, standing orders, legal requirements, national and local objectives, and, that adequate monitoring and auditing processes are in place to achieve this
3. Systems and Process Development and Improvement	- Administer the Council's agreed project management techniques where required, ensuring the maintenance of up-to-date records which will enable the provision of timely, relevant and comparative information together with early warning of potential difficulties. - Identify, establish and maintain relevant information and systems in critical areas to identify priorities, make decisions, determine action and review progress. - Create a performance-oriented approach and culture, ensuring that appropriate work plans; appraisals, supervision and staff development systems are in place to achieve Council, and Service strategies and objectives.
4. Communication Partnership	- Advise the Principal Engineer and Group Manager on all issues relating to the group and to give information, advice to Members and support for the Council as appropriate. - Communicate with all the Councils Customers in a confident, authoritative and considerate manner that is in line with established policies and priorities of the Council to maintain and enhance its credibility. Be Politically sensitive and able to recognise and deal with a range of sensitive issues that impact on the service area. - Support the Councils communication service area to ensure that a consistent and positive communication strategy is achieved - Formulate formal responses from the Borough to Government or Mayoral and other external Highways consultation exercises in line with Council policy and vision

5. Performance and Standards	• Undertake the Performance Management of staff in the Team • Maintain and develop the effectiveness of the team by ensuring service plans are produced which specify outcomes, resources allocated for their achievement and the performance measures and standards to be achieved • Monitor relevant Local, National and contractual performance targets relating to the work of the team to ensure they are achieved and recommend appropriate corrective measures if they are not..
Key Performance Outcomes	
6. Resource Management	• Allocate plan and monitor budgets and other resources allocated to the team and ensure appropriate monitoring procedures are implemented to avoid overspends. • Identify priorities for improvement, funding proposals and bids to funding bodies where appropriate.
Corporate Accountabilities	All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities as below
Flexibility	• The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence. • The post involves working in an office environment based mainly at Lynton House, High Road Ilford but frequent travelling to other sites/locations away from that office, frequently outside , will be necessary to meet/liaise with external/ internal partners. • Must expect to work flexibly to meet the demands of the job, including working in the evening and at weekends including attendance at Committees and Local Forums • Be prepared to be placed on standby to provide Emergency Cover as part of a rota system with other officers. • Work will be subject to constant, frequent change and involve the management of conflicting priorities and deadlines

Person Specification - Flood Risk and Drainage Engineer		A - I - T	Weighting
Knowledge & Experience			
Method of candidate assessment: A = Application form I = Interview T = Test Weighting 3 – Essential, 2 - Desirable			
Statutory or Mandatory qualifications:	- Relevant degree or qualification in Civil Engineering/Flood Risk Management - Membership of a technical body	A	3
Educational Ability	Specialist high level knowledge in Flood Risk management engineering with ability to utilise own research and develop ideas to respond to complex problems and situations	I	3
	Educated to Degree Standard or equivalent technical qualification in an appropriate Engineering/Transport discipline.	A	3
Key Subject or Content Areas (	Civil, Flood Risk and Drainage Engineering	A – I	2
Project/ Contract Management	Experience of working in project teams and broad knowledge of project management techniques /systems.	A/I	2
	Ability to demonstrate the requirements to solve problems and disputes.	I	3
	Ability to programme, control, monitor and deliver a large number projects simultaneously from inception to completion.	I	3
	Broad knowledge specifying, procuring and managing services/contracts and projects provided by external consultants/contractors.	A/I	2
Financial	Experience and understanding of financial controls, budgetary monitoring, Civil engineering contract finance.	I	2
Technical	Broad knowledge and understanding of relevant legislation.	I	3
	Detailed technical knowledge of general Highways and Civil Engineering Principles, design contracts and specifications.	I	2
	Extensive knowledge and Technical background in Highway/Civil Engineering.	I	3
	Knowledge and understanding of the Council’s Standing Orders and of local Government Legislation, Codes of Practice etc.	I	2
	In depth knowledge of Health and Safety legislation and Construction Design and Management regulations	I	3
	Ability to write complex technical and committee reports	I	2
	Knowledge and experience of CAD and Highways Management systems	A/I	2
Management	Ability to manage, motivate and develop workers and resources within the relevant area(s) of responsibility to deliver required service outcomes, ensuring understanding of how personal objectives align with service and corporate objectives. To facilitate co-operative working within the area of responsibility and across the organisation to develop and maintain good working relationships with internal and external customers and stakeholders. To share and cascade relevant information as necessary to team. To ensure learning and development opportunities are and utilised to the benefit of the organisation, through appropriate planning and evaluation. Manage activities and performance in line with the corporate policy and procedure.	A/I	3
Internal/External Working relationships	Ability to communicate effectively and establish good working relationships.	I	3
	Ability to meet challenges, appraise new situations, make judgments and implement effective action.	I	2
	Good presentational skills.	A/I	2
	Demonstrate tact and diplomacy with sensitive issue with all customers	I	2
	Proven ability to form effective working relationships with elected Members, senior representatives of other public sector organisations and managers of a range of general and specialist contractors and consultants.	A/I	3
	Commitment to innovation, flexible working, team spirit and employee development.	I	2
	Experience in representing the organisation at Public Meetings.	A/I	2
	Attendance at public meetings and residents’ forums as a representative of the Service/organisation.	A/I	2

Corporate Behaviours	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Council's internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	I	3
Effective and Collaborative Team Working	• To take responsibility for personal development and actively participate in all learning and development.	I	2
	• To participate in the ongoing development, implementation and monitoring of service plans.	I	2
	• To support and contribute to value for money, service efficiency and improvement.	A/I	3
Working Pattern and travel	• Office environment based mainly at Lynton House, High Road Ilford but regular travelling to other sites/locations away from that office, frequently outside. Will be necessary to meet/liase with external/ internal partners.	I	2
	• Be prepared to work outside normal office hours when required to attend, Local forums and other customer meetings	I	2
	• Work will be subject to constant, frequent change and involve the management of conflicting priorities and deadlines	I	2

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